

POLICY & PROCEDURE FOR RESIDENTIAL PERMIT PARKING AREAS

September 1, 2012 – August 31, 2013

>>>> PLEASE RETAIN FOR REFERENCE >>>>

See our Permit Parking web site at www.stpaul.gov/ResidentialPermitParking

The Saint Paul City Council has established residential permit parking in your neighborhood to keep the area free from non-resident parking. All vehicles that do not have a valid permit properly displayed are subject to the posted parking regulations. Signs and permits will display the identifying number assigned to your areas. Vehicles without permits or with inappropriate area numbers will be considered in violation.

No permit issued under this Ordinance shall guarantee or reserve to the holder a particular parking space within the restricted area, but shall provide general parking in said area during the time specified by ordinance as so posted.

HOW TO APPLY

NEW APPLICANTS:

All new applicants (legal residents in a permit area who have not previously purchased a residential parking permit) must initially apply **in person** at the location listed below. **Please note that we accept checks, charge cards, check cards or exact cash amount**, (no money orders). Make check payable to City of Saint Paul.

Traffic Operations Building
899 Dale Street North
Telephone (651) 266-9777
Hours: 7:30 a.m. – 4:30 p.m. Monday-Friday
Free parking available

All new applicants for permits must submit proof of residency within the restricted area in the form of:

- A driver's license, signed lease, title or utility bill bearing the applicant's name/address; or
- A notarized statement from a person having a legal title or lease for an applicant's residence. Notarized statements shall contain the applicant's name, address and the title or lease-holder's address/phone.

To obtain a vehicle permit, applicants must also provide proof of vehicle ownership by producing any of the following: title, vehicle registration or current insurance card. Additional information needed: make, model, year, color and license plate.

CURRENT PERMIT HOLDERS:

As a resident who purchased parking permits in the previous year, you have been mailed a renewal application for the new period starting September 1, 2012 thru August 31, 2013*. Permits must be applied for on that form. If you have moved, even within the same area, you will need to reapply in person at the location listed above. **These applications are non-transferable.**

A **non-refundable permit fee of \$10.00** for each and every vehicle permits and/or visitor permit is required. Permits can be paid for with a credit card, check card, check or exact cash amount, (no money orders). **Make checks payable to: City of Saint Paul.**

*Permit Parking Area 29 permit period is May 1, 2013 thru September 30, 2013.

NUMBER OF PERMITS ALLOWED PER HOUSEHOLD:

Permit Area	Vehicle Permits	Visitor Permits
Areas 1 & 8	Unlimited	Unlimited
Area 2	N/A	3
Area 3	2	2
Areas 6 & 7	4	2
Area 9	4	2
Exception for Area -	Only 1 vehicle/1 visitor permit for Grand Avenue addresses between 810-836	
Area 13	6 maximum total – any combination	
Areas 10-30	4	2

VEHICLE PERMITS - \$10.00 EACH:

Vehicle stickers are available to residents and can only be used within the area designated on permit. **Vehicle permit stickers must be permanently affixed to the outside of the window on the driver's side closest to the rear of the vehicle (lower corner). Taping a permit to the inside of the window is illegal and is subject to citation.**

VISITOR PERMITS - \$10.00 EACH:

Transferable visitor permits are available to residents whether or not they own a vehicle. It is illegal for a resident to use a visitor permit in their own vehicle. Visitors must park on the same block or the immediate cross street of the address appearing on the permit. **Visitor permits shall be placed on the dashboard inside the vehicle, on the driver's side, so it is visible to enforcement personnel.**

SPECIAL EVENT PERMITS – ONE DAY SCRATCH-OFF HANG TAGS - \$1.00 EACH:

Residents may purchase a limited number of non-transferable, temporary one day, special event, scratch-off, hang tags. They are used for times when your guests outnumber your visitor permits. These special event permits are available to residents through the mail, by phone, or in person. The resident's address and permit area number are on the permits, but they are not dated. The resident scratches off the month, the day, and the year on the day it is being used. Each permit is good for one day only. No refunds will be issued for any unused hang tags. **Scratching off more than one date invalidates the permit. Special Event hang-tags shall be hung on the rearview mirror inside the vehicle, with the side displaying the address, date, and permit number facing the exterior of the vehicle. The enforcing officer should be able to clearly read the permit through your windshield.** Call 651-266-9777 for more information or to order special event permits.

FAILURE TO PROPERLY AFFIX/DISPLAY A PERMIT MAY RESULT IN CITATION.**LOST OR REPLACED PERMITS:**

If any permit has been lost, a notarized statement is required stating how the permit was lost, and a replacement will be issued for \$1.00 each. If a resident replaces their vehicle, they must remove the old sticker with a razor blade and present the pieces along with the new vehicle information to obtain a replacement permit for \$1.00 each. Otherwise, a new permit can be purchased for \$10.00 each if the resident hasn't reached their permit limits.

IF A RESIDENT RELOCATES OUTSIDE OF THE PERMIT AREA, HIS/HER PERMITS WILL BECOME INVALID. POLICE WILL BE NOTIFIED

Warning: False information on a permit parking application shall be grounds for denial or revocation of said permit(s) and is punishable as a petty misdemeanor. L.C. 164.10.b.

Paul St Martin

Traffic Engineer

7-16-12

Date